



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-7600

**ARMY BULLETIN 7-03**

**14 January 2003**

**LEAVE TRANSFER PROGRAM APPLICANT (HRO-ERS)**

1. The federal personnel system allows the use of a Leave Transfer Program in which annual leave may be transferred to a federal employee who is affected by medical or family medical emergency situations. Application for the use of this program has been made by SGT Linda Sapp, USPFO-IASD.
2. SGT Sapp has had major surgery. She is expected to be out of work indefinitely. SGT Sapp has exhausted all of her annual and sick leave.
3. Any ANG/ARNG federal employee wishing to donate annual leave to SGT Linda Sapp should complete an OPMA form 630A and forward it to HRO-ERS, CMSgt Kathy L. Christian.
4. Any leave donated but not used by the recipient for her medical emergency will be returned to the donor(s) on a prorata basis as administered by HRO.
5. It is emphasized that this is a voluntary program. Your participation in the program is a personal decision. No technician will be directly or indirectly intimidated, threatened or coerced regarding his or her decision to participate.
6. THE PURPLE TEAM

OFFICIAL:

GLENN K. RIETH  
Brigadier General, NJARNG  
The Adjutant General

  
FRANK. R. CARLINI  
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